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ANNUAL REPORT

1984

LEGISLATURE
LIBRARY
EDMONTON
ALBERTA

85-2858/

ALBERTA

LEGISLATURE LIBRARY
216 LEGISLATURE BUILDING
T5K 2B6
422-5085

31 January, 1985

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY

I have the honour to submit the Legislature Library's annual report for the calendar year ending 31 December, 1984.

Respectfully submitted

D. B. McDougall

D.B. McDougall
Legislature Librarian

LEGISLATURE LIBRARY
ANNUAL REPORT
1984

Compiled by D.B. McDougall
Legislature Librarian

Prepared for The Honourable Gerard J. Amerongen, Q.C.
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

31 January, 1985
Legislature Library
216 Legislature Building
Edmonton, Alberta
T5K 2B6

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HISTORICAL NOTE

The Legislature Library was officially established in 1906, shortly after the Province of Alberta was formed. In the beginning, it was called the Provincial Library and was housed in the Empire Block, Edmonton. The first Provincial Librarian was Senator W.A. Buchanan of Lethbridge.

Following the completion of the first Terrace Building in 1907, the library was located at that site. Finally, the library was moved to the present Legislature Building in 1911 prior to its official opening in 1912.

During the early years, the Provincial Library served as a parliamentary library, a general reference library for the entire provincial government and the Provincial Archives. Following the establishment of a separate Archives Branch in 1963, the development of many new separate department libraries during the late 1960's and early 1970's and the completion of a special study of the library in 1973, the formal reorganization of the facility as a parliamentary library and agency for the coordination of cooperative projects among provincial government libraries began.

In 1974, the name of the library was changed to Legislature Library and the development of new service programs and operating policies continued. However, because of the current economic recession, this progress has slowed since 1982.

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A. PURPOSE OF THE LIBRARY

The Legislature Library serves two basic purposes:

1. It provides parliamentary library services for the Province of Alberta. These services are provided by the library's Information and Reference Services Section and its Legislative Research Services Section.
2. It provides technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. These functions are the responsibility of the library's Cooperative Government Library Services Section.

It should be noted that the Legislature Library has no line authority over Alberta provincial government libraries. These libraries are administered and financed as separate entities. It should also be noted that the Legislature Library is not a law library nor does it coordinate municipal (i.e. public) library services in Alberta. These are common misconceptions. Other provincial government organizations are responsible for these functions.

The official membership of the Legislature Library consists of all Members of the Legislative Assembly and the Lieutenant-Governor. In the interests of economy and the most efficient use of the Province's resources, the Legislature Library's facilities are available for use by the provincial civil service and private citizens. However, it should be noted that the needs of Members of the Legislative Assembly and the Lieutenant-Governor take precedence in any situation where conflicting demands arise concerning library service.

The Legislature Librarian is responsible for the general direction of the Legislature Library. He/she reports directly to the Clerk of the Legislative Assembly. The Legislature Library lies within the jurisdiction of the Speaker of the Legislative Assembly.

B. ORGANIZATION AND STAFFING

All members of the library staff are classed according to the related sections of the system provided by the Alberta Personnel Administration Office. Their position descriptions (Form PAO 81 (A & B)) are reviewed during each performance appraisal.

During 1984, the Legislature Library's staff establishment was reduced by one wage position. Otherwise, there have been no changes in the organization or staffing of the library.

On December 31, 1984, the organization of the library staff was as outlined on the following pages. On the same date, the following persons were members of the permanent staff:

D.B. McDougall, Legislature Librarian
J.E. McDonough, Director of the Legislative Research Services
L.R. Buhr, Head of Information and Reference Services
K.L. Powell, Coordinator of Cooperative Government Library Services
I.C. Langhammer, Documents Librarian
D.J. Byron, Research Officer
L.P. Campbell, Research Officer
C.L. Gall, Research Officer
N.H. DeJager, Technical Services Librarian
S.S. Kujansuu, Serials Librarian
E.V. Cardy, Senior Library Technician
B.A. Sears, Senior Documents Technician
I.A. Broersen, Documents Technician
G. Gosen, Interlibrary Loan Technician
L. LaBrie, Interlibrary Loan Technician
L.J. Shurko, Serials Technician
L.J. Stein, Technical Services Assistant
G.A. Boyer, Senior Secretary

Z. Moloo, Accounts Clerk
J.M. Dieno, Microforms Clerk
A.S. Duering, Secretary
T.A. Shah, Serials Clerk
N.L. Tulk, Documents Clerk
C. Yung, Clerk Typist

During 1984, the following persons worked on a part-time basis at the Legislature Library:

J.A. Pyrch, Temporary Serials Librarian
M.F. Day, Temporary Interlibrary Loan Technician and Special Projects Technician
L. Bielach, Temporary Clerk Typist
B.A. Lakeman, Books and Serials Page
M.A. Roque, Documents Page

In 1974, a decision was made to implement the provincial government's management by objectives program at the Legislature Library. The library uses Form PAO 702 for providing a record of these objectives and the related results. Form PAO 701 is used for the evaluation of all other members of the staff. All performance appraisals conducted at the Legislature Library are seen and signed by the staff member concerned and are discussed by each employee and his/her supervisory staff. During the month of March, 1984, all management staff position descriptions were revised using the new PAO 98 form which was designed specifically for management personnel. The new descriptions provide a more accurate representation of the actual responsibilities of the incumbents.

On 1 April, 1984, the classification of the Senior Secretary, Legislative Research Services Section, was changed from Clerk Stenographer III to Clerk Typist III. The new classification more accurately reflects the actual requirements of this position.

The "Flexible Hours" system is in effect at the Legislature Library. This system ensures that more employees are on duty during peak hours of library service and allows staff more freedom in their choice of working hours, provided of course, they meet the basic requirement stated in their respective working agreements.

C. INFORMATION AND REFERENCE SERVICES SECTION

The Information and Reference Services Section is responsible for providing the following services:

- information and referral to sources of information
- an extensive collection of Canadian federal and provincial government statutes and reports
- a complete collection of all recent Alberta sessional papers and filings
- general reference books, indexes and journals
- monthly lists of new books and reports acquired by the library
- lists of journal articles concerning public issues and the activities of governments
- an extensive collection of Alberta daily and weekly newspapers and a cross-section of national titles
- files of newspaper clippings concerning public issues and the activities of governments
- online (computer) information service
- interlibrary loans
- photocopy, microform reader/printer and electronic calculating equipment
- cassette tape recorders

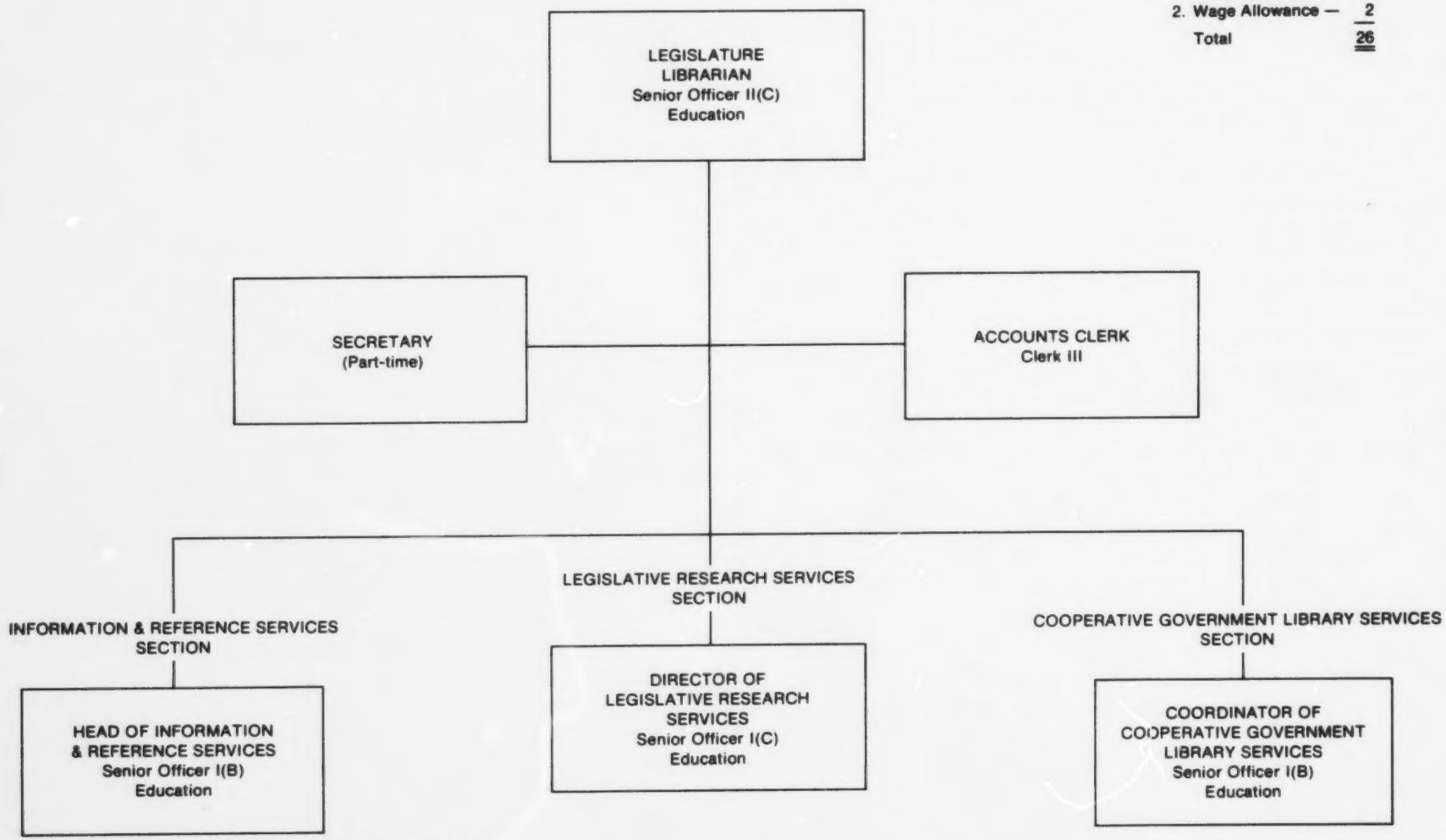
1. Collection Development and Review

The Information and Reference Services Section is responsible for the development and maintenance of the Legislature Library's collection of resource material. The library's policy in this regard is recorded in a written plan. This policy statement was revised during 1984.

LEGISLATURE LIBRARY - ORGANIZATION CHART - 1984

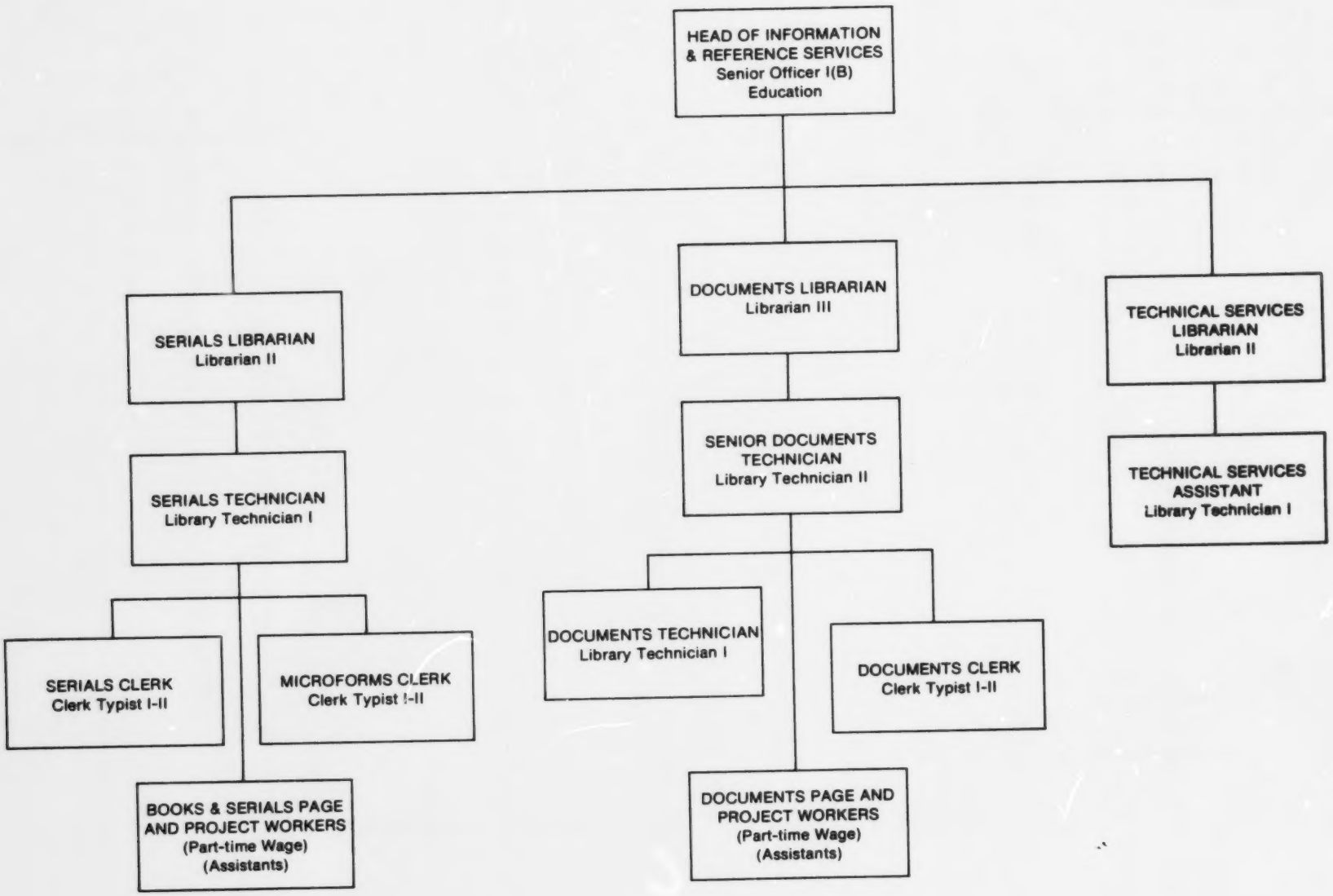
ESTABLISHMENT:

1. Permanent Staff —	24
2. Wage Allowance —	2
Total	26

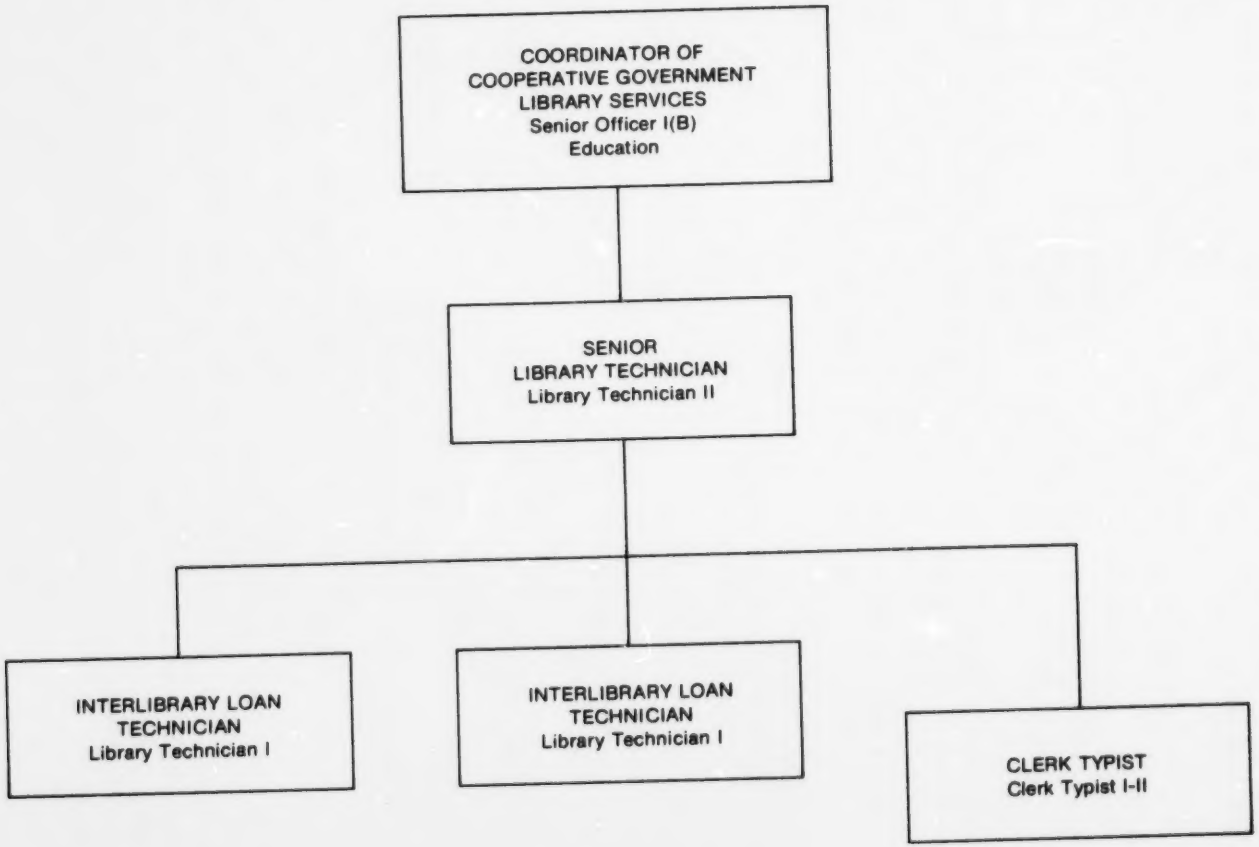


NOTE: The detailed organization chart for each section follows.

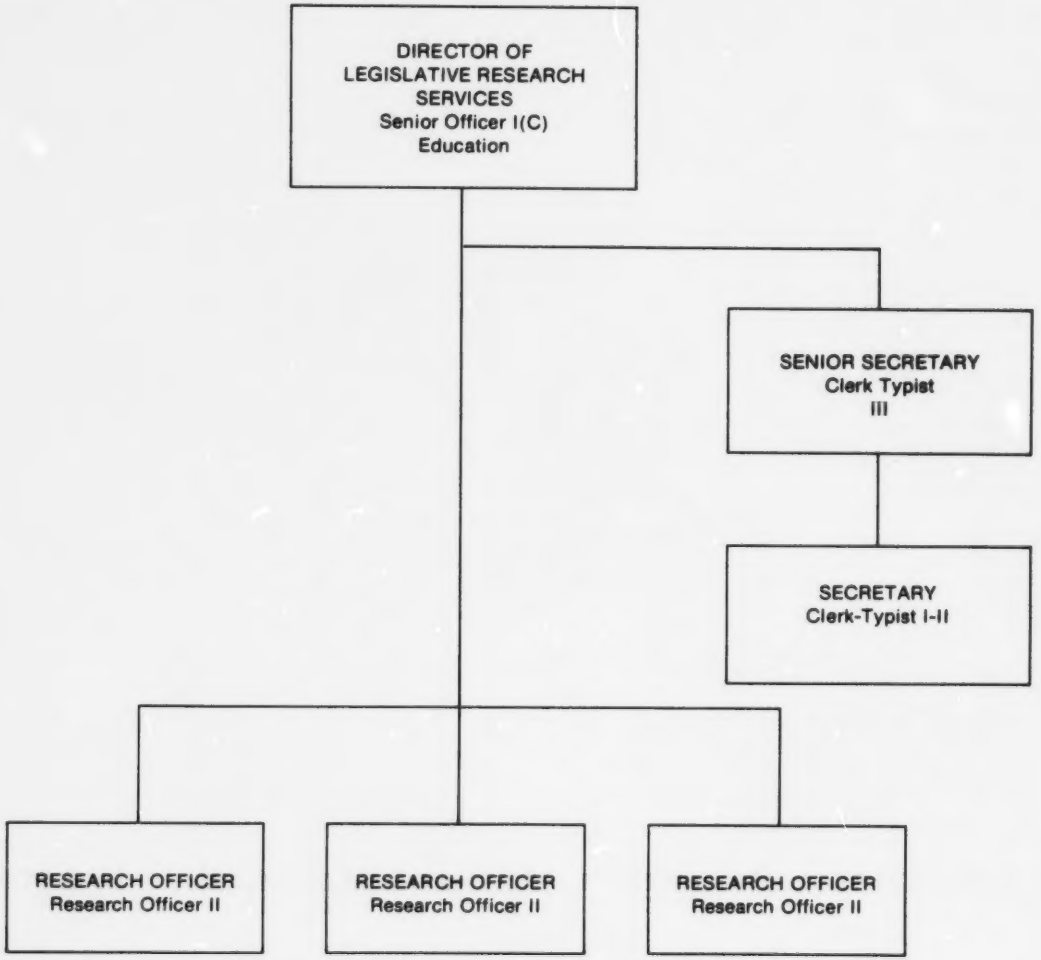
LEGISLATURE LIBRARY - INFORMATION & REFERENCE SERVICES SECTION - 1984



LEGISLATURE LIBRARY - COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION - 1984



LEGISLATURE LIBRARY — LEGISLATURE RESEARCH SERVICES SECTION - 1984



The Legislature Library's book collection is classified according to the Library of Congress System and is catalogued using the Anglo-American Cataloguing Rules 2. It's large collection of government publications is organized and indexed using the automated CODOC system and its serials collection can be accessed through the library's card catalogue, computer-output microfiche and on-line through the Computing Services Division, University of Alberta.

During 1985, the Legislature Library plans to begin automating the card catalogue to its book collection. When this project is completed, all access to the library's holdings will have been automated.

During 1984, 2,134 new book titles and 28,196 government publications were added to the Legislature Library's collection. During the same period, approximately 137 book titles and 866 volumes of serial titles which were duplicate to and/or no longer appropriate to the collection of the Legislature Library were made available to other library organizations directly or through the National Library's Book Exchange Centre, Ottawa.

2. Biographical Register of the Alberta Legislature

Each year, members of the library's Information and Reference Services Section receive a large number of inquiries concerning persons who are presently, or who were at sometime, associated with the Alberta Legislature. Sometimes this information is relatively easy to locate. At other times, it is more difficult. The problems encountered by the staff when responding to this type of request have prompted them to prepare a biographical register of the Alberta Legislature. Similar registers are maintained by other parliamentary libraries.

In brief, the register contains significant biographical data concerning Alberta's Lieutenant-Governors, Members of the Legislative Assembly and Assembly officials such as the Clerk, Sergeant-at-Arms, etc. As well, it lists the names of members of provincial cabinets and articles have been prepared concerning how the Province was named, the Legislature Building, the Mace, provincial emblems and other related subjects.

From May to August, 1975, J. Harvey, a political science student from the University of Alberta was employed to begin the project. During the summers of 1976-1981, this work was continued by H. Judge, P. Stolee, A. Hodgson, H. Long, B. Pashak and A. Dost. By the end of 1981, work on the first fifteen legislatures (1906-1967) had been completed. Since 1982, members of the library's permanent staff have continued to research this project, and it has now been determined that the register will be an ongoing endeavor.

The register is now contained in thirty loose-leaf binders and is in constant use for reference purposes. As a precaution against loss or theft, the work which has been completed to date has been xeroxed. During the spring of 1981, D.B. McDougall, Legislature Librarian, developed a publishing design for the register and final editorial work is proceeding on the volume for the First Legislature with a view to publishing it at some appropriate future date.

3. Assistance to the Legislative Interns

Since the beginning of the Alberta Legislative Intern Program in 1974, members of the library staff have been assisting the interns with many of their assignments. Following an initial orientation session concerning library services with each new group of interns during September, the library secures borrowing cards for the interns from the University of Alberta and absorbs all related photocopy expenses. A happy working relationship continues to exist between the Legislative Interns and members of the library staff. On a number of occasions, the interns have expressed their appreciation for the assistance that they have received from the Legislature Library while performing their various duties.

4. Providing for Alberta's Involvement in the Micromedia Microlog Service

During 1974, the Province of Alberta joined the other major Canadian provinces contributing copies of significant government publications to the Microlog information service. Subscribers to this service receive microfiche copies of the publications contributed by the various political jurisdictions as well as a printed index to this material. During 1984, the Legislature Library continued to perform the clearinghouse function for Alberta government material. B.A. Sears, the library's Senior Documents Technician, carries out this responsibility.

5. Routine Publications

(a) *New Books in the Library*

Twelve issues of *New Books in the Library* were printed during 1984. This publication is distributed to Members of the Legislative Assembly and some related types of library organizations and civil servants. As at 31 December, 1984, this publication was being prepared by L.R. Buhr, Head of Information and Reference Services, I.C. Langhammer, Documents Librarian, N.H. DeJager, Technical Services Librarian and L.J. Stein, Technical Services Assistant.

(b) *Selected Periodical Articles List*

The publication of the *Selected Periodical Articles List* was also continued during 1984. This list cites articles concerning public issues and the activities of governments which should be of interest to Members of the Legislative Assembly, their support staff and the Legislative Interns. Twelve issues of this publication were prepared during 1984. As at 31 December, 1984, it was being prepared by S.S. Kujansuu, Serials Librarian, and T.A. Shah, Serials Clerk.

6. Special Publications

In 1977, C.E. Backhaus, former Head of Reference Services, began cooperating with K.L. Powell, Coordinator of Cooperative Government Library Services, in the compilation of a reference guide entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E. Backhaus resigned from the staff of the Legislature Library and work on her part of the project, the legislative committees, ceased. This research has now been continued by L.R. Buhr, Head of Information and Reference Services. Since the work concerning departmental and interdepartmental committees was completed during 1982, it was published separately under the title of *"Reference Guide to Alberta Government Committees, 1905-1980."* Copies of this publication can be purchased by sending a prepayment of $10.00, made payable to the Provincial Treasurer, Province of Alberta, to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6. The material gathered concerning legislative committees will be considered for publication when that particular part of the project has been completed.

D. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION

The Cooperative Government Library Services Section of the Legislature Library is responsible for providing technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. A list of these programs follows:

- Alberta Government Libraries' Union Catalogue. This catalogue is an index to the collections of a cross-section of provincial government libraries.
- Union List of Serials in Alberta Government Libraries. This list indicates the location of a large number of news magazines and research journals which are subscribed to by a cross-section of provincial government libraries.
- Alberta Government Libraries' Interlibrary Loan Service. This service facilitates interlibrary loan service between provincial government libraries and the University of Alberta Library.
- *Directory of Alberta Government Libraries.*
- *Alberta Government Libraries' Newsletter.*
- Cooperative acquisition and use of expensive indexing guides and catalogue card duplicating equipment.

As noted previously in this report, the Legislature Library has no line authority over provincial government libraries. These libraries are administered and financed by the parent agency or department.

1. **Consulting Services Provided to Provincial Government Agencies Concerning the Development of Special Library Operations**

   During 1984, the Cooperative Government Library Services Section continued to provide technical counsel to department libraries and provincial government officials concerning the development of special library operations. The majority of questions received were related to acquisition and cataloguing procedures, sources of library supplies and equipment and the details of provincial regulations which apply to special libraries. As well, however, the section Coordinator also counselled officials of the Alberta Bureau of Surveys and Mapping, Alberta Disaster Services and the Alberta Women's Bureau more extensively concerning their respective library operations. In addition to this, the section responded to many queries concerning employment opportunities in Alberta government libraries.

2. Status of the Alberta Government Libraries' Union Catalogue

   The Cooperative Government Library Services Section is responsible for maintaining the Alberta Government Libraries' Union Catalogue. This catalogue provides author/main entry and title access to the collections of a cross-section of provincial government libraries. The purpose of the catalogue is to provide for the more efficient use of library resources in the Province of Alberta. The following government libraries are contributors:

   - Alcoholism and Drug Abuse
   - Attorney General Law Libraries
   - Consumer and Corporate Affairs
   - Culture
   - Economic Development
   - Education
   - Energy and Natural Resources
   - Environmental Council of Alberta
   - Federal and Intergovernmental Affairs
   - Government Services - Information Services Division
   - Historical Resources Library, Provincial Archives of Alberta, Culture
   - Hospitals and Medical Care
   - Housing and Public Works
   - Labour
   - Legislature Library
   - Municipal Affairs
   - Ombudsman
   - Personnel Administration Office
   - Recreation and Parks
   - Social Services and Community Health
   - Solicitor General
   - Tourism and Small Business
   - Transportation
   - Treasury, including Bureau of Statistics and Corporate Tax
   - Workers' Health, Safety and Compensation

   In order to improve the efficiency of the union catalogue and provide for its future expansion, the Cooperative Government Library Services Section automated it during 1980 using the SPIRES system through the University of Alberta. The first COM (computer-output-microfiche) version of the catalogue was issued during November, 1981. The COM edition of the list, which includes all material published after 1979, is available to other libraries through the Cooperative Government Library Services Section. During the month of November, 1984, the same data was put on-line and can be searched using that mode by establishing an account with the Computing Services Division, University of Alberta.

   The Alberta Government Libraries' Union Catalogue is updated two times per year and now contains 156,217 titles. 129,249 of this are contained in the old card catalogue which is now closed. The remainder are included in the new automated catalogue.

3. Status of the Union List of Serials in Alberta Government Libraries

The Cooperative Government Library Services Section is also responsible for the maintenance of the Union List of Serials in Alberta Government Libraries. It provides a comprehensive list of news magazines and research journals which are located in a cross-section of government libraries. It is an automated title entry catalogue and its purpose is to provide for the more efficient use of library resources within the Province of Alberta. Related policy is established by the Union List of Serials Committee, Alberta Government Libraries' Council. During 1984, S.S. Kujansuu, the Legislature Library's Serials Librarian, served as Chairperson of this committee.

As at 31 December, 1984, the union list contained 7,995 title entries and the following libraries were contributors:

- Agriculture
- Alcoholism and Drug Abuse Commission, Calgary
- Consumer and Corporate Affairs
- Culture
- Economic Development
- Education
- Energy and Natural Resources
- Energy Resources Conservation Board, Calgary
- Environment
- Environment Research Centre, Vegreville
- Federal and Intergovernmental Affairs
- Historical Resources, Culture
- Hospitals and Medical Care
- Housing and Public Works
- Labour
- Legislature Library
- Manpower
- Municipal Affairs
- Personnel Administration
- Public Works, Supply and Services, College Plaza Library
- Public Works, Supply and Services, Departmental Library
- Recreation and Parks
- Social Services and Community Health
- Solicitor General
- Transportation
- Treasury including Bureau of Statistics
- Tourism and Small Business
- Workers' Health, Safety and Compensation

During 1984, four individual training sessions were held to instruct new participants and new coders from present contributors and during 1985, the serials collections of the Alberta Research Council Library will be added to the list.

Following joint studies during the period 1981-82, the Cooperative Government Library Services Section and the Computing Services Division, Alberta Government Services, determined that the Union List of Serials in Alberta Government Libraries would be more efficient if it were produced using the SPIRES system through the University of Alberta. During the same period of time, K.L. Powell, Coordinator of Cooperative Government Library Services, was serving as a member of the Joint AACL/AGLC (Alberta Association of College Librarians/Alberta Government Libraries' Council) Union List of Serials Committee which studied the feasibility of amalgamating their respective union lists using the SPIRES system through the University of Alberta. In December, 1982, it was determined that a joint list would be produced during the spring of 1983. This objective was met in June, 1983. The joint list now contains 10,060 unique titles. Microfiche copies can be obtained by sending a cheque or money order for $15.00 made payable to the "Provincial Treasurer, Province of Alberta", to the Cooperative Government Library Services Section, Legislature Library, 802 Legislature Annex, 9718 - 107 Street, Edmonton, Alberta, T5K 2C8.

During 1984, the Cooperative Government Library Services Section also continued its efforts to locate and record the ISSN (International Standard Serial Number) numbers of the titles listed in the Union List of Serials in Government Libraries. To date, it has verified 7,264 out of a total of 7,998 of these numbers. This data will be useful for future automation projects.

4. Alberta Government Libraries' Interlibrary Loan Service

The Alberta Government Libraries' Interlibrary Loan Service was established during August, 1979, to facilitate interlibrary loan service between Alberta government libraries and the University of Alberta Library. The Cooperative Government Library Services Section of the Legislature Library absorbs all of the administrative costs of this program. User libraries are charged for the cost of related labour. During 1984, 8,043 requests for interlibrary loan service were processed.

5. Routine Publications

(a) *Alberta Government Libraries' Newsletter*

During 1984, the Cooperative Government Library Services Section continued to publish the *Alberta Government Libraries' Newsletter*. The purpose of this newsletter is to keep government library staff informed concerning new developments in the field of information science, significant upcoming events, staff appointments and opportunities for employment. The newsletter is distributed to Alberta government libraries free of charge and is available to other organizations at the rate of $9.00 per year. Eleven issues of the newsletter were published during 1984.

(b) *Directory of Alberta Government Libraries*

The Cooperative Government Library Services Section has been publishing the *Directory of Alberta Government Libraries* since 1973. It is an essential aid to local service, particularly when securing library materials through interlibrary loan. During 1984, two editions were published. Copies can be purchased by organizations other than government libraries for $3.00 per copy.

6. Special Publications

In 1977, K.L. Powell, Coordinator of Cooperative Government Library Services, began cooperating with C.E. Backhaus, former Head of Reference Services, in the compilation of a reference guide to be entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E Backhaus resigned from the staff of the Legislature Library and, consequently, work on her part of the project ceased. However, the Cooperative Government Library Services Section continued to work on their part of this guide and by the end of 1982, they had completed their list of departmental and interdepartmental committees, as well as the related indexing, up to and including 1980. Consequently, a decision was made to proceed by publishing their part separately. This publication, entitled *Reference Guide to Alberta Government Committees, 1905-1980*, can be purchased by sending a prepayment of $10.00, made payable to the "Provincial Treasurer, Province of Alberta", to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6.

As well, the Cooperative Government Library Services Section has begun a revision of its 1977 publication *A History of Name Changes of Alberta Government Departments and Agencies, 1905-1973*. At this time, it is estimated that this project will be completed sometime during 1986. At that time, a decision will be made whether to publish the related material or not.

E. LEGISLATIVE RESEARCH SERVICES SECTION

Many parliamentary libraries in the Commonwealth have either been studying the possibility of, or have already established research units. This trend has become quite common in the United States as well. Research units differ from information and reference units in that the related staff are generally subject specialists and not professional librarians. Research units provide indepth information services rather than the shorter responses to inquiries and the more general type of directional assistance given by information and reference units. As well as serving individual parliamentarians, research units also assist legislative committees with their information

requirements. At the present time, only two other provinces in Canada, Ontario and Quebec, provide legislative research services.

During 1978, Alberta's Legislature Librarian completed his research concerning this subject and submitted a report to the Speaker of the Legislative Assembly and the Special Select Standing Committee on Members' Services proposing the establishment of a nine person research section at the Legislature Library during the period 1980-1986. The implementation period was subsequently reduced to 1980-1984. He then requested the funds required to employ the first four staff members for the section in the library's 1981/82 estimates. This request was approved and, following an extended delay in the classification of these positions, the Legislature Library began staffing the unit. As at 31 December, 1982, the permanent staff establishment of the section consisted of six persons: a Director, three Research Officers and two Secretaries. The subject areas which are presently provided for are economics, law, political science and public administration.

During 1984, the Legislative Research Services Section began its first work with legislative committees. It was asked to produce several background papers for the Special Select Committee on Senate Reform and to provide ongoing assistance to the committee and committee staff as required.

F. MICROFILMING THE LEGISLATURE LIBRARY'S COLLECTION OF PROVINCIAL WEEKLY NEWSPAPERS

Since it was officially established in 1906, the Legislature Library has been acquiring and maintaining a collection of the majority of Alberta newspapers. The object of this policy is to help Members of the Legislative Assembly keep informed concerning developments in their constituencies while they are away from home when the Legislature is sitting. The collection now consists of 522 titles of which 114 are current and has become an invaluable source of information concerning local history. However, over the years, the acid content of the newspapers has resulted in the decay and gradual disintegration of the earlier issues of many titles. A considerable amount of concern has been expressed about the existing condition of the collection and it has been determined that the newspapers should be preserved by microfilming.

Following the failure of the Provincial Archives to undertake this project, the Legislature Librarian developed a proposal for funding the microfilming during the fall of 1976. He recommended the $15,000.00 per year be provided for eleven years and included this plan in the library's estimates for 1977/78. This plan was approved, and since that time, an additional $15,000.00 per year and one permanent staff Microforms Clerk have been added to the program. It should be noted that it has now been determined that this will be an ongoing project.

Because they are used more for research purposes, newspaper titles published in regional centres are being microfilmed first unless representatives from a particular community or the publisher of a local paper come forward and offer to assist the Legislature Library by supplying issues which are missing from its collection. In this case, the community concerned is placed on a separate short list.

The main problems presently being encountered during the course of this project are the delays being experienced in receiving the issues which are missing from the Legislature Library's collection from cooperating organizations and the length of time it takes to complete microfilming each community's newspapers. Because of its relatively slow progress, the Legislature Librarian is investigating alternate approaches to this program. Some improvements were instituted during 1984.

As at 31 December, 1984, the newspaper titles for the communities of Edson, Grande Prairie, Banff, Barrhead, Leduc, Peace River, Blairmore, Tofield, Youngstown, Pincher Creek, Irma, Acme, Stony Plain, Cardston, some previously unfilmed Calgary, Medicine Hat, Lethbridge and Strathcona titles, Fort Macleod, Hanna, Stettler, Athabasca, Fairview, Alliance, Airdrie, Sedgewick, Consort, Monitor, Viking, Vegreville and Grimshaw have been completed as well as the following miscellaneous titles: *Le Progress, Le Progress Albertain, Alberta Herold, L'Etoile de St. Albert,* the *Edmonton Journal Farm Weekly* and the *Alberta Farm Journal.* During 1984, the microfilm files for

Edson, Grande Prairie, Banff and Peace River were updated. St. Paul, Taber, Coleman, Frank, Grande Cache, Fort Saskatchewan, Ponoka and Brooks are scheduled for microfilming during 1985.

G. RECORDS MANAGEMENT

During 1984, the Legislature Library's *Library Handbook* and local administrative policy statements were reviewed and updated as required. In April, the library completed the formal disposition of its administrative and financial records for the period 1977-1978 and during November, an ongoing policy for the disposition of its CODOC system files ("sysouts") was determined. Finally, during February, some old library equipment was turned over to the Surplus Sales Branch, Alberta Public Works, Supply and Services.

H. PREMISES

During the month of January, 1984, the Legislature Librarian and Accounts Clerk moved from the Legislature Library proper (i.e. Room 216) to Rooms 218-220, Legislature Building. This move was very advantageous for the library as it has provided more badly-needed space for public service and administrative functions.

During the month of June, 1984, the Cooperative Government Library Services and Legislative Research Services Sections moved from their previous quarters in the old I.B.M. (Main Floor, 10808 - 99 Avenue) and 109th Street (9th Floor, 9925 - 109 Street) Buildings to the Legislature Annex (8th Floor, 9718 - 107 Street). This move has had the effect of consolidating library operations in areas which are closer to the House and M.L.A. office facilities and reducing the cost of library accommodation.

In July, the Cooperative Government Library Services Section's AJ 510 computer terminal's capability was upgraded from 1,200 to 4,800 baud and during September, the photocopy equipment being leased by the Legislative Research Services Section was upgraded from Xerox 4500 equipment to a Xerox Marathon 1048 unit. This new equipment provides higher quality photocopies and requires less maintenance than the older equipment.

During 1983, a number of recommendations were developed to improve the security of library premises located at the Legislature Building. The final details concerning the actual implementation of these recommendations was finalized during 1984 and the related equipment will be installed in 1985.

In 1984, the following members of the library staff cooperated in provisions for local security and safety: D.B. McDougall, Legislature Librarian, and E.V. Cardy, Senior Library Technician, served as fire wardens and B.A. Sears, Senior Documents Technician, as a first aid attendant.

I. LIBRARY INVOLVEMENT IN RELATED STUDIES AND SURVEYS

As well as responding to many less significant requests for directory type information on a routine basis, the Legislature Library also participated in the following more extended studies during 1984:

- Alberta Government Libraries' Council Automation Survey
- Association of Parliamentary Librarians in Canada 1983/84 Survey of Parliamentary Libraries
- Association of Research Libraries' Preservation Survey
- Canadian Periodical Index Survey of Librarian User Attitudes
- Canadian Plains Research Center Research Inventory
- Conference Board of Canada User Attitude Survey

- Edmonton Social Planning Council Library Survey
- Federation Internationale de Documentation Research and Development Projects Survey
- Knowledge Industry Publications' Distributed Systems and Use of Technology Survey
- National Library of Canada Survey of Indexes of Canadian Newspapers
- National Library of Canada Survey Concerning Funding for Library Research
- Pacific Northwest Library Association Resource Sharing Survey

The Legislature Library's participation in these studies will have the long-term effect of improving local library service.

J. LOCAL, PROVINCIAL, NATIONAL AND INTERNATIONAL REPRESENTATION IN RELATED ASSOCIATIONS AND ORGANIZATIONS

As at 31 December, 1984, the Legislature Library was either a corporate or institutional member of the following related associations and organizations:

- Alberta Association of Library Technicians
- Alberta Government Libraries' Council
- Association for Canadian Studies
- Association of Parliamentary Librarians in Canada
- Bibliographical Society of Canada
- Canada West Foundation
- Canadian Association for Information Science
- Canadian Association of Law Libraries
- Canadian Historical Association
- Canadian Library Association
- Canadian Study of Parliament Group
- Canadian Tax Foundation
- Commonwealth Library Association
- C.D. Howe Research Institute
- Greater Edmonton Library Association
- The Heraldry Society of Canada
- Heritage Canada
- Historical Society of Alberta
- Indexing and Abstracting Society of Canada
- Institute of Public Administration in Canada
- International Federation of Library Associations
- Legislative Reference Section, Social Science Division, Special Library Association
- Library Association of Alberta
- Pacific Northwest Library Association
- Western Canada Chapter, American Society for Information Science

As well, the following members of the library's permanent staff served in the capacities noted during 1984:

- L.R. Buhr, Head of Information and Reference Services - Government Documents Committee, Library Association of Alberta
- E.V. Cardy, Senior Library Technician - Union List of Serials Committee, Alberta Government Libraries' Council
- C.L. Gall, Research Officer - International Commission of Jurists (Canadian Section), Canadian Bar Association
- S.S. Kujansuu, Serials Librarian - Chairperson, Union List of Serials Committee, Alberta Government Libraries' Council
- I.C. Langhammer, Documents Librarian - Treasurer, Greater Edmonton Library Association, Convenor, Coordinating Group for Access to Information, Canadian Library Association and Member, Government Documents and Intellectual Freedom Committees, Library Association of Alberta
- D.B. McDougall, Legislature Librarian - Alberta Library Network Assembly and Curriculum

Committee, Self-Study for Accreditation, Faculty of Library Science, University of Alberta
- K.L. Powell, Coordinator of Cooperative Government Library Services - Ad Hoc Committee on Copyright, Ad Hoc Committee on Library Automation, Standards and Specifications Committee and Union List of Serials Committee, Alberta Government Libraries' Council; Alberta Council of College Librarians/Alberta Government Libraries' Council Joint Union List of Serials Committee and the Alberta Library Network Assembly
- L.J. Shurko, Serials Technician - Continuing Education, Convention and Newsletter Committees, Alberta Association of Library Technicians
- L.J. Stein, Technical Services Assistant - Continuing Education, Convention and Newsletter Committees, Alberta Association of Library Technicians

The Legislature Library's representation and participation in the activities of these organizations represents the Province of Alberta's concern for, and interest in, related research and library development. As well, participating staff members gain knowledge and skills which assist them in the conduct of their duties at the library.

K. PUBLIC RELATIONS

When appropriate, the Legislature Library cooperates with the Legislative Assembly, government officials and other organizations and individuals by permitting the use of its facilities and resources for other purposes.

On 15 March, the library was used for the reception following the opening of the Second Session, 20th Legislature. During July and again in November, C.B.C.-T.V. was permitted to use library facilities for related production purposes. As well, the Legislature Library helped organize the 1984 Remembrance Day ceremony at the Legislature Building by arranging for the display of the Books of Remembrance in the rotunda.

During December, a member of the Alberta Government House Board asked the Legislature Library to prepare an inventory of its library collection for the Auditor General. Although Government House does not fall within the jurisdiction of the Legislative Assembly of Alberta, two staff members of the Legislature Library, E.V. Cardy, Senior Library Technician, and C. Yung, Clerk Typist, were assigned to complete this task as a courtesy.

Approximately 11,987 tourists visited the Legislature Library during 1984 as well as a number of delegations from other parts of Canada and the world. During the same period of time, the library provided counsel for many persons who were seeking employment in Alberta libraries.

L. INSTRUCTIONAL SERVICES PROVIDED BY THE LEGISLATURE LIBRARY

Because of their special types of knowledge and skills, staff members of the Legislature Library are often asked for assistance and/or counsel by related organizations. When these requests are appropriate, the library responds.

During the month of January, D.B. McDougall, Legislature Librarian, counselled the University of Alberta Library concerning binding tenders, the Yukon government concerning library development and the Saskatchewan Legislative Library concerning administrative procedures; L.R. Buhr, Head of Information and Reference Services, instructed two sections of the University of Alberta "English 310: Bibliography" class concerning the nature and use of the Legislature Library's collection; K.L. Powell, Coordinator of Cooperative Government Library Services, counselled a student from the Faculty of Library Science, University of Alberta, concerning the historical development of Alberta government libraries and I.C. Langhammer, Documents Librarian, counselled two Grant MacEwan Community College library technology students concerning the acquisition and organization of government publications at the Legislature Library and two staff members of the Energy and Natural Resources Library concerning the CODOC automated system for indexing government publications.

In February, L.R. Buhr, Head of Information and Reference Services, counselled two students from the Faculty of Library Science, University of Alberta, concerning the Legislature Library's policies and services and I.C. Langhammer, Documents Librarian, counselled a representative of the Library, Faculte St. Jean, University of Alberta, concerning the CODOC automated system for indexing documents and a staff member of the Faculty of Library Science, University of Alberta, concerning government publications.

During March, J.E. McDonough, Director of Legislative Research Services, participated in the presentation of a symposium concerning career alternatives at the Faculty of Library Science, University of Alberta, and L.R. Buhr, Head of Information and Reference Services, counselled three students from the same organization concerning the Legislature Library's automated services.

In April, D.B. McDougall, Legislature Librarian, began serving as a member of the Curriculum Self-Study Committee for Accreditation, Faculty of Library Science, University of Alberta, and D.B. McDougall and B.A. Sears, Senior Documents Technician, gave library orientation to a class of library technology students from Grant MacEwan Community College; K.L. Powell, Coordinator of Cooperative Government Library Services, gave a lecture concerning "Cooperation in Alberta Government Libraries" to students at the Faculty of Library Science, University of Alberta, and several staff members of the Legislature Library cooperated to provide for the practicum experience of a library technology student from Grant MacEwan Community College.

During May, D.B. McDougall, Legislature Librarian, assisted Alberta Manpower by evaluating their proposed publication "Guide to Setting Up a Career Resource Centre" and I.C. Langhammer, Documents Librarian, counselled officials of the Alberta Personnel Administration Office concerning the organization of a separate internal "Compensation Resource Library".

In July, D.B. McDougall, Legislature Librarian, counselled a university student concerning work experience prior to entry into Master of Library of Science programs.

During August, L.R. Buhr, Head of Information and Reference Services, assisted in the testing of a survey instrument being administered by the Legal Resources Centre, University of Alberta.

In September, D.B. McDougall, Legislature Librarian, L.R. Buhr, Head of Information and Reference Services, and I.C. Langhammer, Documents Librarian, gave library orientation to the 1984/85 class of Legislative Interns.

During October, L.R. Buhr, Head of Information and Reference Services, gave library orientation to the new Editor of Alberta Hansard; K.L. Powell, Coordinator of Cooperative Government Library Services, counselled a staff member of the Faculty of Library Science, University of Alberta, concerning library standards and I.C. Langhammer, Documents Librarian, gave a lecture concerning government publications to students of the same organization.

And in November, I.C. Langhammer, Documents Librarian, and B.A. Sears, Senior Documents Technician, gave library orientation to a class of library technology students from Grant MacEwan Community College.

M. PARTICIPATION IN THE ALBERTA GOVERNMENT LIBRARIES' COUNCIL

During 1974, the Alberta Government Libraries' Council was organized to improve library service through better communication and cooperation. Most of the Council's work is accomplished through committees. Similar organizations exist within the Canadian federal government and the provinces of British Columbia, Nova Scotia, Ontario and Saskatchewan.

During 1984, E.V. Cardy, Senior Library Technician, and K.L. Powell, Coordinator of Cooperative Government Library Services, served on the Council's Union List of Serials Committee. S.S. Kujansuu, Serials Librarian, chaired this committee and in the interest of good communication between the Legislature Library and the council, K.L. Powell serves as an ex-officio member of the council executive.

N. THE LEGISLATIVE LIBRARY AND ALBERTA LIBRARY SERVICE STUDIES

Since 1974, Alberta Culture, the Library Association of Alberta and other organizations have conducted a number of studies concerning provincial library service. The Legislature Library has contributed to many of these. At the present time, D.B. McDougall, Legislature Librarian, and K.L. Powell, Coordinator of Cooperative Government Library Services, are serving as members of the Alberta Library Network Assembly. This Assembly is studying means of improving library service in Alberta through resource sharing. During 1984, the Legislature Library will continue to participate in these types of endeavors.

O. STAFF DEVELOPMENT

Human resources are often neglected during the development of an organization. Opportunities should be provided for all staff members to improve their knowledge and skills. The Legislature Library has a staff development policy which provides assistance to staff members when this type of support is appropriate. During 1984, the following personal development activities were undertaken by the staff members noted:

During the month of January, K.L. Powell, Coordinator of Cooperative Government Library Services, attended the Alberta Personnel Administration Office course "Career Development for Women"; C.L. Gall, Research Officer, attended the mid-winter meeting of the Alberta Branch, Canadian Bar Association; I.C. Langhammer, Documents Librarian, attended the Edmonton Chapter, Canadian Association of Special Libraries and Information Services workshop "Economics of Information" and E.V. Cardy, Senior Library Technician, attended the Alberta Personnel Administration Office course "On-the-Job Training Methods".

In February, D.B. McDougall, Legislature Librarian, attended a demonstration of the DOBIS automated library support system at the University of Alberta; J.E. McDonough, Director of Legislative Research Services, G.A. Boyer, Senior Secretary, and A.S. Duering, Secretary, attended the N.B.I. "Documents Assembly" and "Records Processing" word processing workshops; L.R. Buhr, Head of Information and Reference Services, attended the Alberta Government Libraries' Council seminar "Organizational Power"; B.A. Sears, Senior Documents Technician, attended a first aid refresher course; B.A. Sears and L.J. Shurko, Serials Technician, attended the Alberta Association of Library Technicians workshop "Middle Management Techniques"; L.J. Shurko attended the Greater Edmonton Library Association/Canadian Association of Special Libraries and Information Services workshop concerning the organization and conduct of meetings and T.A. Shah, Serials Clerk, and N.L. Tulk, Documents Clerk, attended a Xerox "Key Operator's Course".

During March, L.R. Buhr, Head of Information and Reference Services, attended a demonstration of the Alberta Bureau of Statistics ASSIST on-line information system and A.S. Duering, Secretary, attended an N.B.I. "Records Processing" word processing workshop.

In April, D.B. McDougall, Legislature Librarian, E.V. Cardy, Senior Library Technician, and G. Gosen, Interlibrary Loan Technician, attended the annual conference of the Library Association of Alberta; K.L. Powell, Coordinator of Cooperative Government Library Services, attended the Canadian Association of Special Libraries and Information Services/Library Association of Alberta workshop "Planning the Electronic Library"; E.V. Cardy, attended the Computing Services Division, University of Alberta, "Text Formatting" training sessions and G.A. Boyer, Senior Secretary, attended an N.B.I. "First User's Meeting" concerning new developments in word processing technology.

During May, L.R. Buhr, Head of Information and Reference Services, K.L. Powell, Coordinator of Cooperative Government Library Services, and N.H. DeJager, Technical Services Librarian, attended the Alberta Government Libraries' Council "Automation Workshop"; S.S. Kujansuu, Serials Librarian, attended an ORBIT on-line data base updating session and the Alberta Personnel Administration Office course "Interpersonal Communication" and A.S. Duering, Secretary, attended the same agency's course "Career Planning for Women".

In June, D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, I.C. Langhammer, Documents Librarian, and L.J. Shurko, Serials Technician, attended the annual conference of the Canadian Library Association; D.J. Byron, Research Officer, attended the annual conference of the Canadian Political Science Association; I.C. Langhammer, Documents Librarian, attended a demonstration of the University of Calgary NOMAD automated system for indexing government publications; N.H. DeJager, Technical Services Librarian, attended the Alberta Personnel Administration Office course "Logical and Creative Problem Solving"; S.S. Kujansuu, Serials Librarian, attended the annual conference of the American Library Association; B.A. Sears, Senior Documents Technician, and L. LaBrie, Interlibrary Loan Technician, attended the annual conference of the Alberta Association of Library Technicians and G.A. Boyer, Senior Secretary, attended an N.B.I. users' meeting concerning applications and new developments in word processing systems.

During August, J.E. McDonough, Director of Legislative Research Services, visited the Research Branch, Library of Parliament, Ottawa, to study new developments at that location and also attended the annual conference of the Institute of Public Administration of Canada. S.S. Kujansuu, Serials Librarian, attended an ORBIT on-line data base review session.

In September, L.R. Buhr, Head of Information and Reference Services, attended the Alberta Public Works, Supply and Services course "The Personal Computer"; K.L. Powell, Coordinator of Cooperative Government Library Services, attended the Alberta Personnel Administration Office course "Supervision in the Automating Office"; K.L. Powell, I.C. Langhammer, Documents Librarian, and E.V. Cardy, Senior Library Technician, attended the Alberta Government Libraries' Council course "Financial Management for Government Libraries"; C.L. Gall, Research Officer, attended the Alberta Personnel Administration Office course "Management Development"; L.J. Shurko, Serials Technician, attended the same agency's course "Time Management" and L.J. Stein, Technical Services Assistant, attended their course "Effective Writing".

During October, D.B. McDougall, Legislature Librarian, J.E. McDonough, Director of Legislative Research Services; L.R. Buhr, Head of Information and Reference Services, and N.H. DeJager, Technical Services Librarian, attended the biennial meeting of the Association of Parliamentary Librarians in Canada; D.B. McDougall attended the Institute of Public Administration of Canada's first lecture concerning "Public Administration in Chaos?"; L.P. Campbell, Research Officer, attended the annual regional conference of the same organization concerning the same subject; I.C. Langhammer, Documents Librarian, attended the Alberta Personnel Administration Office course "Management, Leadership and Motivation" as well as a lecture by Canada's National Librarian; L.J. Shurko, Serials Technician, and L.J. Stein, Technical Services Assistant, attended the Alberta Association of Library Technicians Library of Congress classification workshop and several members of the library staff attended a seminar concerning the use of the Alberta government's RITE telephone system.

In November, D.B. McDougall, Legislature Librarian, attended a seminar concerning "Dealing With Vendors and Suppliers" and the second lecture sponsored by the Institute of Public Administration of Canada concerning "Public Administration in Chaos?"; J.E. McDonough, Director of Legislative Research Services, attended the Norman Ward Conference concerning "The Canadian House of Commons - Assessment and Prospects"; D.J. Byron, Research Officer, attended the Faculty of Extension, University of Alberta/Institute of Public Administration of Canada sponsored lecture "The Change: Two Perspectives on the Change of Federal Government"; L.P. Campbell, Research Officer, attended the Alberta Research Council lecture "Technology Versus Hunger: Problems and Prospects" and the Alberta Committee on Children and Youth Conference; N.H. DeJager, Technical Services Librarian, attended the DIALOG on-line data base introductory workshop; I.C. Langhammer, Documents Librarian, I.A. Broersen, Documents Technician, and L.J. Stein, Technical Services Assistant, attended an Alberta Bureau of Statistics workshop; B.A. Sears, Senior Documents Technician, L.J. Stein and L.J. Shurko, Serials Technician, attended an Alberta Association of Library Technicians presentation concerning time management and E.V. Cardy, Senior Library Technician, and C. Yung, Clerk Typist, attended a seminar concerning the Alberta government postal system.

And during the month of December, J.E. McDonough, Director of Legislative Research Services, completed the Alberta Personnel Administration Office "Management Development" course.

P. STATISTICS - 1984

It is important that library organizations maintain statistical records concerning the size of their collection and levels of production and service. Although some caution must be exercised when interpreting this type of information, it is essential for evaluation and planning purposes.

1.	**INFORMATION AND REFERENCE SERVICES SECTION**	
(a)	Size of Complete Collection (by conventional count)	158,929
(b)	Number of Serial (i.e. news magazines and research journals) Titles Received and Retained	482
(c)	Number of Newspaper Titles Received	142
(d)	Number of Books Received	2,134
(e)	Number of Government Publications Received	28,196
	Source: Canadian Federal Government - 31% Alberta - 30% Other Canadian Provinces - 24% Other Jurisdictions - 15%	
(f)	Number of Pamphlets Received	1
(g)	Number of Items Indexed by Conventional Cataloguing	1,683
(h)	Number of Government Publications Titles Indexed Using the CODOC Automated System	3,847
(i)	Number of Issues of *New Books in the Library* Published	12
(j)	Number of Issues of the *List of Selected Periodical Articles Published*	12
(k)	Number of Bulletin Board Displays Prepared	24
(l)	Circulation (Items borrowed for use outside library premises)	9,184
(m)	Number of Requests for "Quick" Information Service (Take Less than 15 Minutes to Service)	8,068
(n)	Number of Requests for Extended Reference Services	639
(o)	Number of Photocopies Produced for Reference Services	62,977
(p)	Number of Requests for Interlibrary Loans Serviced by the Information and Reference Services Section	462
2.	**COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION**	
(a)	Size of the Alberta Government Libraries' Union Catalogue (Titles)	156,217
(b)	Number of Libraries Contributing to the Alberta Government Libraries' Union Catalogue	25
(c)	Size of the Union List of Serials in Alberta Government Libraries (Titles)	7,995
(d)	Number of Libraries Contributing to the Union List of Serials in Alberta Government Libraries	28
(e)	Number of Requests Serviced by the Alberta Government Interlibrary Loan Service	8,043
(f)	Number of Issues of the *Alberta Government Libraries' Newsletter* Published	11
(g)	Number of Issues of the *Directory of Alberta Government Libraries* Published	2
3.	**LEGISLATIVE RESEARCH SERVICES SECTION**	
(a)	Oral Consultations	
	By Telephone	62
	In Person	
	- With a Member of the Legislative Assembly	4
	- With a Staff Person	34
	Total	100
(b)	Written Communications	
	Project Type A (Inquiry)	23
	Project Type B (Short-term)	20
	Project Type C (Medium-term)	36
	Project Type D (Long-term)	11
	Total	90

(c) Distribution of Papers

Distribution of Released Papers (i.e. This figure includes papers prepared for parliamentary conferences, committees, duplicate papers requested by the original recipient and papers released for distribution.)	137
Distribution of Background Papers	64
Total	201

(d) Assistance to Legislative Committees

Background Papers	10
Committee Staff Consultations	4
Committee Related Meetings	9
Total	23

During 1984, the Legislature Library experienced the following changes in its volume of services:

- Circulation (i.e. material borrowed for use outside the library)	+ 4%
- Quick Information and Reference Service	—2%
- Extended Information and Reference Service	+11%
- Oral Consultations, Legislative Research Services	—4%
- Written Communications, Legislative Research Services	—21%
- Distribution of Papers, Legislative Research Services	+128%

These percentages do not reveal any general trends. Undoubtedly, the decreases were affected by the fact that the House sat 17(-21%) fewer days during 1984 than in 1983.

Q. PROGRAM DEVELOPMENT

As a consequence of a request made by a Member of the Legislative Assembly, the Legislature Library now loans cassette tape recorders. This equipment is useful for recording the proceedings of meetings and speeches, listening to instructional material, etc.

The library hopes to implement its new video cassette recording service during the spring of 1985. This service will provide video cassette recordings of relevant current affairs programs for viewing by library users. As well, one mobile player/receiver will be available for use at the Legislature Building.

By reallocating funds within its existing budget, the Legislature Library has realized enough funds to begin automating its book catalogue. Although the indexing of the library's extensive collection of government publications and serials was automated many years ago, the cataloguing of its book collections is still manual. This project is scheduled to begin during the month of April, 1985, and will have the effect of improving local and provincial library service.

During 1984, the Legislature Library adopted some new procedures which had the effect of increasing the rate at which it microfilms Alberta community weekly newspaper. However, more work has to be done to improve the library's efficiency in this regard. When economic conditions improve, perhaps more funds will be available for this purpose as well as completing the development of the Legislative Research Services Section which has now been delayed for two years.

R. BUDGET

The Legislature Library's budget for the 1984/85 fiscal year (i.e. 1 April, 1984 to 31 March, 1985) is $1,073,517. As at 31 December, 1984, the library's budget for the 1985/86 fiscal year was estimated at $1,076,394. This represents an overall increase of 0%. Although the Legislature Library will receive no significant increase in funding during 1985/86, the reallocation of existing funds within library accounts will allow for some new program development.

Details concerning the Legislature Library's estimates for the 1984/85 and 1985/86 fiscal years follow:

ACCOUNT	1984/85	1985/86
Staff		
Salaries	$642,180	$656,424
Wages	30,439	30,439
Employer Contributions	76,230	74,629
Allowances and Supplementary Benefits	12,018	8,000
Totals	$760,867	$769,492
Supplies and Services		
Travel and Relocation	19,900	13,800
Freight and Postage	5,000	5,000
Rental of Assets	30,000	32,250
Telephones and Communications	1,200	1,200
Repair and Maintenance - Equipment	3,500	8,352
Professional, Technical and Labour Services	20,000	9,000
Data Processing Services	47,250	71,000
Hosting	300	300
Office Supplies	33,000	30,000
Books	43,000	45,000
Periodicals and Newspapers	30,000	31,500
Microfilm	56,500	52,500
Totals	$289,650	$299,902
Purchases of Fixed Assets		
Purchase of Library Equipment	23,000	7,000
TOTALS	$1,073,517	$1,076,394

It should be noted that the library's expenditures are audited annually by representatives of the Auditor General's office.

S. FUTURE OBJECTIVES

1. Short Term Objectives

Project	Deadline
Complete the Legislature Library's Annual Report for 1984	31 January, 1985
Commence Planning Summer Projects	28 February, 1985
Complete Local Conference Attendance and Wage Plan for 1985/86	31 March, 1985
Commence Automating the Legislature Library's Book Catalogue	1 April, 1985
Complete Disposition of 1982-1984 Library Administrative Records to Temporary Local Storage	30 April, 1985
Commence Summer Projects	1 May, 1985
Commence Equipment Orders for 1985/86	30 June, 1985
Complete Legislature Library Estimates for the 1986/87 Fiscal Year	31 July, 1985
Commence Publication of One New Reference Guide	30 November, 1985
Complete Microfilming Six More Alberta Communities' Weekly Newspapers	31 December, 1985

2. Long Term Objectives

Complete Establishment of the Legislative Research Services Section	31 December, 1987
Complete Automation of the Legislature Library's Book Catalogue	31 December, 1989

T. ACKNOWLEDGEMENTS

All members of the library staff would like to express their appreciation to the following individuals and organizations who have made contributions toward the library's ongoing service program and planned development during 1984.

The Honourable Gerard J. Amerongen, Q.C., Speaker of the Legislative Assembly of Alberta

The Special Select Standing Committee on Members' Services
- Dr. W.A. Buck, M.L.A., Clover Bar
- Mrs. S.A. Cripps, M.L.A., Drayton Valley
- Mrs. S.B. Embury, M.L.A., Calgary North West
- Mr. A.W. Hyland, M.L.A., Cypress
- Mr. K.R. Kowalski, M.L.A., Barrhead
- Mr. R. Martin, M.L.A., Edmonton Norwood
- Mr. N.I. Pengelly, M.L.A., Innisfail
- Mr. W.F. Purdy, M.L.A., Stony Plain
- The Hon. Dr. I.C. Reid, M.L.A., Edson

C. Blaney and C. Eliuk, Directors of Administration, Legislative Assembly of Alberta

W. Kreibom and Staff, Alberta Public Works, Supply and Services

P. Freeman and Staff, University of Alberta

V. Richards and Staff, Edmonton Public Library

E. Spicer and Staff, Library of Parliament